

1 SUPERIOR COURT
2 COUNTY OF SAN BERNARDINO
247 West Third Street, Eleventh Floor
3 San Bernardino, CA 92415-0302
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8 **IN THE SUPERIOR COURT OF THE STATE OF CALIFORNIA**
9 **FOR THE COUNTY OF SAN BERNARDINO**
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11 IN RE:

12 SECOND AMENDED GENERAL ORDER
13 LIMITING FILING AT CLERK'S OFFICE
14 AND REQUIRING FILING OF CERTAIN
15 CASE TYPES BY ALTERNATIVE
METHODS

GENERAL ORDER OF THE
PRESIDING JUDGE
(CLERK'S OFFICE)

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17 California faces unprecedented budgetary challenges resulting from the
18 economic downturn and uncertainty caused by the Coronavirus (COVID-19) pandemic.
19 To address a projected \$54.3 billion state budget gap and subsequent recession,
20 Governor Gavin Newsom signed a Fiscal Year (FY) 2020-2021 state budget that
21 included budget reductions throughout state government, including the judicial branch.
22 As a direct result of these state funding challenges, the San Bernardino Superior Court
23 projects a significant budget deficit that will impact how the court conducts its day-to-
24 day business operations. Specifically, a significant reduction in staffing will delay the
25 court's ability to provide services, and as a result, increase case processing backlogs.

26 In addition, public health agencies, including the Centers for Disease Control, the
27 California Department of Public Health, and local county health departments continue to
28 recommend stringent health and safety measures aimed at reducing the spread of

1 COVID-19. On June 18, 2020, the California Department of Public Health (Department)
2 issued guidance mandating that, subject to certain exemptions, all people in California
3 must wear face coverings in any indoor public space, when engaged in work, and while
4 outdoors in public spaces. The Department also requires persons to maintain social
5 distancing of at least six feet between people, when feasible. Additionally, in her March
6 17, 2020 statewide order, Chief Justice Tani Cantil-Sakauye permitted courts to make
7 changes in court operations during this pandemic to protect the health and safety of the
8 public, court personal, and criminal defendants brought before the court.

9 Driven by the public health agencies' recommendations and mandates, the
10 Superior Court of California in and for the County of San Bernardino issued a general
11 order on July 7, 2020, limiting public access to the court. On July 7, 2020, 15,345 San
12 Bernardino County residents had been confirmed to be infected with COVID-19 and
13 269 San Bernardino County residents had died from COVID-19. As of December 7,
14 2020, there have been 107,928 confirmed cases of COVID-19, and 1,188 San
15 Bernardino County residents have died from COVID-19. The number of those infected
16 continues to rise. Consequently, the court finds that it continues to be unsafe to conduct
17 in-person proceedings that would require convening large groups of people, including
18 parties, judicial officers, court staff, law enforcement, attorneys, witnesses, jurors, the
19 public, and others.

20 Statewide, the number of new cases has increased by over 112% since
21 November 19, 2020. The number of new hospital admissions has increased from 777
22 on November 15, 2020, to 1,651 on December 2, 2020. The current data represent an
23 unprecedented rise in the increase of COVID-19 cases, hospitalizations, and positive
24 test results statewide, prompting the Public Health Officer to issue a Regional Stay at
25 Home Order on December 3, 2020, that requires counties located in regions where ICU
26 bed capacity is less than 15% to implement varying forms of stay-at-home requirements
27 and modified business operations for local businesses, places of worship, and schools
28 until approximately December 25, 2020. The Southern California region, which includes

1 San Bernardino County, has less than 15% ICU bed capacity, and therefore San
2 Bernardino County is subject to the new Regional Stay at Home Order.

3 After careful deliberation, the court has concluded that requiring court users to
4 file certain court documents through courthouse drop boxes, by mail, facsimile, or
5 through online options is the most reasonable and measured way of managing
6 extremely difficult financial challenges while simultaneously protecting the health and
7 safety of the public and court personnel by reducing in-person contact at the court.

8 Consequently, pursuant to California Rule of Court 10.603, the court HEREBY
9 ORDERS AS FOLLOWS:

10 Beginning December 8, 2020 and continuing until further notice, the ONLY
11 documents that will be accepted for over-the-counter filing at the clerk's office filing
12 windows are the following:

13
14 **Barstow**

Case Type	Pleading or Transaction
Small Claims	Request to Pay Judgment to Court (w/cash only)
Landlord Tenant	Ex Parte Motions
Landlord Tenant	CCP 170.1 / 170.6 Motions
Traffic	Cash Payments
Traffic	Agency Citation Delivery

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1 **Fontana**

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Case Type	Pleading or Transaction
3 Small Claims	Request to Pay Judgment to Court (w/cash only)
4 Landlord Tenant	Ex Parte Motions
5 Landlord Tenant	CCP 170.1 / 170.6 Motions
6 Traffic	Cash Payments
7 Traffic	Agency Citation Delivery

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9 **Joshua Tree**

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Case Type	Pleading or Transaction
11 Small Claims	Request to Pay Judgment to Court (w/cash only)
12 Landlord Tenant	Ex Parte Motions
13 Landlord Tenant	CCP 170.1 / 170.6 Motions
14 Traffic	Cash Payments
15 Traffic	Agency Citation Delivery
16 Criminal	All documents for cases set on calendar.
17 Criminal	CCP 170.1 / 170.6 Motions
18 Family Law	Request for Domestic Violence Restraining Order
19 Family Law	Request to Renew Domestic Violence Restraining Order and Notice of Hearing to Renew Restraining Order
20 Family Law	Temporary Emergency (Ex Parte) Request for Orders requiring notice

1	Family Law	Temporary Emergency (Ex Parte)
2		Request for Orders Requesting to Waive
3		Notice and Have Same Day Review
4	Family Law	New Filings – Only if the New Filing Has
5		a Temporary Emergency (Ex Parte)
6		Request for Orders
7	Family Law	Hague Conventions (international
8		kidnapping)

San Bernardino Juvenile Delinquency/Dependency

	Case Type	Pleading or Transaction
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13	Dependency	Notice of Intent to File Writ
14	Dependency	Medical/Dental Requests
15	Dependency	Protective Warrants
16	Delinquency & Dependency	JV 180 - Request to Change Court Order
17	Delinquency & Dependency	JV 220 - Application for Psychotropic
18		Medication
19	Delinquency & Dependency	JV 466 - Request to Return to Juvenile
20		Court Jurisdiction and Foster Care
21	Delinquency & Dependency	Notice of Appeal
22	Delinquency & Dependency	Juvenile Temporary Restraining Orders
23	Delinquency	Warrants of Arrest / Priority Warrants
24	Delinquency	Request to Set Matter for Hearing

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Rancho Cucamonga

Case Type	Pleading or Transaction
Criminal	All documents for cases set on calendar
Criminal	CCP 170.1 / 170.6 Motions

San Bernardino Historic Courthouse (Family Law Division)

Case Type	Pleading or Transaction
Family Law	Request for Domestic Violence Restraining Order
Family Law	Request to Renew Domestic Violence Restraining Order and Notice of Hearing to Renew Restraining Order
Family Law	Temporary Emergency (Ex Parte) Request for Orders requiring notice
Family Law	Temporary Emergency (Ex Parte) Request for Orders Requesting to Waive Notice and Have Same Day Review
Family Law	New Filings – Only If the New Filing Has a Temporary Emergency (Ex Parte) Request for Orders
Family Law	Hague Conventions (international kidnapping)

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San Bernardino Justice Center

Case Type	Pleading or Transaction
Criminal	All documents for cases set on calendar
Criminal	CCP 170.1 / 170.6 Motions
Civil	Requests for Dismissal
Civil	Requests for Restraining Orders (all types)
Civil	Notices of Settlement
Civil	CCP 170.1 / 170.6 Motions
Civil	Arraignment of Bench Warrants
Civil	Petition for Release of Remains
Civil	Petitions for Expedited Minor's Compromise Petitions Where a Hearing Is Not Requested
Civil	Petitions for Ex Parte
Civil	Trial Setting Conference
Probate	Emergency Petitions for Temporary Guardianship
Probate	Emergency Petitions for Temporary Conservatorship
Probate	Ex Parte Petitions
Probate	Elder Abuse-Petition for Protective Orders
Probate	Behavioral Health Filings
Probate	Petition for Reestablishment of LPS Conservatorship
Probate	Lodging Wills

1	Probate	Certification Requests for Orders and
2		Letters with Bond (only if heard that day)
3	Probate	Special Letters (only for emergency
4		matters)
5	Probate	CCP 170.1 / 170.6 Motions

Victorville

9	Case Type	Pleading or Transaction
10	Criminal	All documents for cases set on calendar
11	Criminal	CCP 170.1 / 170.6 Motions
12	Family Law	Request for Domestic Violence
13		Restraining Order
14	Family Law	Request to Renew Domestic Violence
15		Restraining Order and Notice of Hearing
16		to Renew Restraining Order
17	Family Law	Temporary Emergency (Ex Parte)
18		Request for Orders requiring notice
19	Family Law	Temporary Emergency (Ex Parte)
20		Request for Orders Requesting to Waive
21		Notice and Have Same Day Review
22	Family Law	New Filings – Only If the New Filing Has
23		a Temporary Emergency (Ex Parte)
24		Request for Orders
25	Family Law	Hague Conventions (international
26		kidnapping)

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1 **Miscellaneous Pleadings or Transactions for Various Districts**

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3 Temporary Restraining Orders (Civil Harassment, Elder Abuse, Workplace Violence)
4 and related filings

5 Claim of Right to Possession or 3rd Party Claim Ex Parte papers (for Dept. 5 or Dept.
6 7 only)

7 Answers/Responses to Unlawful Detainer Complaints

8 Petition to Withdraw Money from Blocked Account

9 Writs of Election

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11 Any document or transaction that is NOT listed above MUST be submitted by
12 drop box, mail, facsimile, or through online options. In accordance with California Rule
13 of Court 2.210, each courthouse of the Superior Court of California, County of San
14 Bernardino will have drop boxes for filing papers Monday through Friday from 8:00 a.m.
15 until 4 p.m. Any document deposited in a court's drop box by 4:00 p.m. that adheres to
16 all applicable codes and/or court rules is deemed to have been deposited for filing on
17 that day. Any document deposited in a court's drop box that adheres to all applicable
18 codes and/or court rules is deemed to have been deposited for filing on the next court
19 day if: (1) it is deposited on a court day after 4:00 p.m. or (2) it is deposited on a judicial
20 holiday.

21 Documents continue to be accepted via mail. Documents submitted via mail,
22 online services, or facsimile, and those dropped in the drop box will be processed with
23 the same priority. Processing time will vary according to the court's prioritization of
24 document types and backlogs.

25 Dated: December 8, 2020

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28 Michael A. Sachs
Presiding Judge of the Superior Court